

Quick Start Guide

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What is PLUS?

- Replaces the current staff development catalog and registration systems.
- Allows for searching and enrolling in sessions.
- Ability to view records of professional learning.
- Gives Katy ISD the ability to create and maintain learning plans.
- Enables the Staff Development Department to expand training delivery types from primarily face-to-face training to on demand web-based training.

Logging into PLUS

1. Go to **http://plus.katyisd.org**.
2. Type in Username: **Katy ISD ID**.
3. Type in your Password: **kisd + the last four digits of your Social Security number (kisd####)**.

Navigating Around PLUS



figure 1

1. To navigate around PLUS, use the buttons at the top of the page. See figure 1.
2. Enrollments/Sessions-lists past, current, and future enrollments.
3. Learning Plans-provide access to critical, recommended, enrichment, and supplemental training by level and content area.
4. PLUS Handbook-defines staff development policies and procedures.
5. How to Search-provides detailed instructions on how to use the Search tool to find specific trainings.
6. Feedback-provides users with the ability to submit comments about PLUS.

Searching for Sessions

1. The **Search Tool** is located on the left side of the page. See figure 2.
2. Enter Keywords to locate a training. Keywords can be content areas like "math," locations like "BDJH," departments like "Special Education," levels like "elementary," or GT like "GT Update", select the **[Go]** button to view results.
3. Use the calendar to search for sessions by date. You must enter a **START** and a **STOP** date, select the **[Go]** button to view results.
4. To search for Out of District training, type **[OOD]** in the Search box. Please note, you cannot enroll in Out of District sessions. Follow directions in the **PLUS Handbook** for more information.

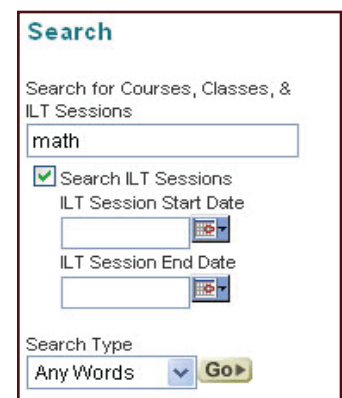


figure 2

Enrolling in Sessions

1. Once a session has been located and is displayed on the page, select the **"Click here to view session information."** See figure 3.
2. Review the Session Information, and then scroll to the very bottom of the window. Select the "Click here to enroll" link. See figure 4.
3. An enrollment Information window will open on the screen, select the **[Enroll]** button to enroll in the course. Once you have successfully enrolled in the course, the Enroll button will change to Drop. See figure 5.
4. Select the **[Close]** button to close the window.
5. Close the Session Information window by clicking the red X at the top right side of the window.
6. You will receive email notification once you have successfully enrolled in a session.

Search Results

Your search for **spring** produced the following results...

• ILT Sessions

Session Name: Spring Break Fun
Session Description: The learner will be able to relax and enjoy extended time off!
Session Location: LMC (Leonard Merrell Center)
Session Start Time: 3/11/2006 8:00:00 AM
Session End Time: 4/14/2006 4:00:00 PM
Session Instructors: TRJANUARY(Trainer January)
Track Name: Content Specific
Event Name: District Training
[Click here to view session information](#)

figure 3



figure 4

Enrollment Information	
Event: Instructor Led Training Session	Enroll Close
Event Name: Spring Break Fun	
Event Description: The learner will be able to relax and enjoy extended time off!	Admin Contacts A0100933 A0100955
Event Starts: 3/11/2006 8:00:00 AM	
Event Ends: 4/14/2006 6:00:00 PM	
Time Zone: (GMT-06:00)Central Time(US & Canada)	

figure 5

Dropping Sessions

1. Select the **[Enrollment/Session]** link at the top of the page.
2. Locate the session that you would like to drop.
3. Click on the session enrollment name. See figure 6.
4. A pop up window will appear, select the **[Drop]** button to drop the course. See figure 7.
5. Close the window by selecting the **[Close]** button.

Event Type	Event Title	Enrollment Name
Instructor Led Training Session	Spring Break Fun	Spring Break Fun

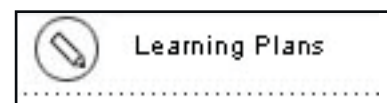
figure 6

Enrollment Information	
Event: Instructor Led Training Session	Drop Close
Event Name: Spring Break Fun	
Event Description: The learner will be able to relax and enjoy extended time off!	Admin Contacts A0100933 A0100955
Event Starts: 3/11/2006 8:00:00 AM	
Event Ends: 4/14/2006 6:00:00 PM	
Time Zone: (GMT-06:00)Central Time(US & Canada)	

figure 7

Exploring Learning Plans

1. Select the **[Learning Plans]** link at the top of the page.
2. Select the Learning Plans category and subject.
3. A Learning Plan will open in Adobe Reader.
4. Close the Learning Plan to return to PLUS.



Providing Feedback

1. Select the **[Feedback]** link at the top of the page.
2. Select the **[Click Here]** to provide feedback about PLUS.

Feedback

We appreciate your comments and suggestions regarding the best system possible.

[Click Here](#) to provide feedback about PLUS.